HOUSTON INDEPENDENT SCHOOL DISTRICT FUND-RAISING ACTIVITY REPORT

PERMISSION REQUEST

Permission is requested to conduct the follow	
Check applicable: School wide	School-sponsored group
	ds is (are) to be used:
	eceive the net proceeds:
DATE: Beginning	and ending ee2nd performance
TIME OF DAY (if applicable): 1st performance	ce2nd performance
This is the 1st \square 2nd \square	$3rd \square \qquad 4th \square \qquad 5th \square \qquad 6th \square$
Fund-raising activity for this semeste	
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OPERATING REPORT

Total Collections* from fundraisi	ing	
<u>Numbers</u>	\$	<u>Amount</u>
	List Attached	
TOTAL COLLECTIONS	-	
Less: Disbursements for merchan	ndise, advertising, prizes, etc., relative to the fund-raising.	
Check No.	<u>Payee</u>	
TOTAL DISBURSEMENTS**		
NET PROCEEDS FROM ABOVE ACT	TIVITY (Line 1 minus Line 2)	
	os	
Date	Signed	
Date	Signed	
amount exceeds \$20.00. Non	4 Numbers. All money collected must be turned in daily on the of the money may be spent under any circumstance. ade from Activity Fund checks (Disbursement vouchers for	
***Disposition of funds will be k	known because the collection was made for a specific purpos	se.
Officer or Designee for appro	nt side of form) must be completed in duplicate and subnoval at least one week prior to a school-wide fund-raising a dill return both copies to the school.	
2. The Operating Report (back s	ide of <u>same</u> form) shall be prepared upon completion of the	fundraising activity.

Original--retain with School Activity Fund records. Duplicate copy—Chief School Officer or Designee

3. Distribution of the completed fund-raising Activity Report is as follows:

SUPPORT SCHEDULE FOR COLLECTIONS

Numbers	PAYEE	AMOUNT

SUPPORT SCHEDULE FOR DISBURSEMENTS

Numbers	PAYEE	AMOUNT